

# FLEET MAINTENANCE SUPERVISOR

**GRADE: 18**

**FLSA: EXEMPT**

## CHARACTERISTICS OF CLASS:

The Fleet Maintenance Supervisor performs difficult technical and responsible administrative work in scheduling, directing and coordinating Motor Vehicle Maintenance Division activities including supervising skilled and semi-skilled employees engaged in the service, preventative maintenance and repair of a variety of light to heavy motorized equipment. The exercise of independent judgment and decision making within the City's established policies and procedures is necessary to accomplish the tasks. The incumbent has both inside and outside contacts to carry out division programs such as purchasing parts for vehicles/equipment, identifying and tracking vendor performance and scheduling service on City vehicles. The work involves light physical effort and may involve work in difficult positions. The incumbent is exposed to some disagreeable elements and considerable mental effort and stress from ensuring timeliness of repairs and equipment preparation, safety, quality of work and appropriate credit for warranty repairs. The work is subject to general policy direction, practices and procedures covered by precedents and is reviewed by the Fleet Manager generally through weekly conferences, reports, and work order status reports.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Supervises all facets of automotive repair and preventive maintenance, emission

testing, warranty work, fabrication requests, contractual work, seasonal preparation, State preventive maintenance (PM) inspections, radio installation, and in-house personnel training for either heavy duty vehicles and equipment, automobiles and light trucks or other construction equipment.

- Plans, schedules and supervises all Fleet Mechanics and the Fleet Service Mechanic on a staggered shift.
- Plans for and implements scheduled and unscheduled repair of multiples of equipment/vehicles, coordinating them with Fleet Mechanics and factory representatives to assure the most efficient and cost effective solution.
- Schedules transfer of replacement vehicles/equipment, and coordinates required actions with various other staff.
- Gives daily assignments, written and verbal, to staff members; oversees job assignments, periodically inspects repair work both in progress and upon completion.
- Performs road tests; interviews drivers and screens driver reports.
- Orders vehicle parts, service equipment and shop supplies. Selects outside vendors for services.
- Performs daily shop safety inspections; ensures that proper work procedures are followed; instructs drivers in the proper operation of vehicles and equipment.
- Inspects newly purchased vehicles to ensure they comply to purchase specifications.
- Maintains a variety of reports including but not limited to: work order records of repair and maintenance work, parts, contractual services, damage and abuse reports, warranty reports, work assignment and work time, work orders processed, and downtime and follow-up reports; and forwards them to the Fleet Records Technician for data input and tracking.
- Maintains daily shop log, updates oil analysis book, records price comparison history and conducts price comparison research.
- Checks equipment to ensure proper function and recommends replacement and acquisition of shop tools and machinery.
- Updates training of all staff by maintaining a shop technical library.
- Performs failure analysis on automotive parts and handles all factory recalls and warranty claims; may perform some minor repairs on occasion.
- Performs other duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to an Associate of Arts degree in Automotive Technology plus three years experience in the area of automotive or heavy truck repair supervision. Must have or be able to obtain within 30 days a commercial driver's license.

### **Preferred Knowledge, Skills and Abilities:**

- Thorough knowledge of the standard practices/tools of the automotive trade.
- Thorough knowledge of the use and maintenance of tools/equipment including electronic diagnostic and testing equipment in the automotive and heavy truck maintenance field.
- Thorough knowledge of the occupational hazards and safety precautions of the automotive mechanics trade.
- Thorough knowledge of basic supervisory and leadership principles.
- Ability to plan work load and resolve work issues and motivate skilled and semi-skilled labor.
- Ability to handle driver complaints.